

CAREER POSTING

POSITION:	Corporate Information Assistant
STATUS:	Full-time (~ 18 month contract)
CLOSING DATE:	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for approximately 218 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees covering nurses, health science professionals, physician residents, ambulance paramedics and ambulance dispatchers, and support workers in both facilities and community settings.

For more information, visit www.heabc.bc.ca.

OPPORTUNITY:

As a Corporate Information Assistant, you will be responsible for daily administration of electronic and hard copy records procedures, including file creation, classification, and retrievals; data entry in custom databases; preparing and processing files for digitization, retention review, or offsite storage; staff training and orientations; drafting documentation; and other records-related work.

You will also support an electronic records management project by providing meeting support, review and analysis of record inventories and network drives, assistance with requirements gathering, and work on retention/disposition and classification schemes.

This role reports to the Corporate Information Manager within the IMIT department.

QUALIFICATIONS:

You have a solid understanding of records management principles, a proactive, service-oriented mindset, and excel at building and maintaining relationships across multiple teams.

- Certificate or diploma in records and information management, supplemented by three to five (3-5) years of recent, related experience or an equivalent combination of education and experience.
- A team player and self-starter with demonstrated ability to communicate effectively.
- Demonstrated organizational skills
- Strong analytical and problem-solving skills; close attention to detail.
- Ability to exercise considerable judgement, tact, confidentiality, and discretion.
- Proficiency in MS Office applications and databases.
- Experience with electronic records systems and/or project support are assets.

HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

HEABC, Human Resources
300 – 2889 East 12th Avenue
Vancouver BC V5M 4T5
Email: careers@heabc.bc.ca
Fax 604.736.2715

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.